



Attention - Effective Immediately

To: All Agents/Applicants

From: Planning and Zoning Department

Date: April 25, 2016

Subject: In-take process and other requirements for development application

In efforts to streamline the planning process for all items that require Development Review Committee (DRC) approval or are required to be approved through the public hearing process, the Planning and Zoning Department is implementing an In-take process. Once you have had the required pre-application meeting and are ready to submit your development application, you will need to schedule an in-take meeting with Planning and Zoning to submit your items. The estimated time you should allot for this meeting is approximately one (1) hour. The project manager will meet with you to review the application and all required supplemental materials for preliminary sufficiency. If your application is deemed sufficient for further review, the application will be accepted and you will be provided a DRC meeting date. If the application is deemed not sufficient, the application will not be accepted and you will be provided with a list of items that are missing or the corrective attention required. Once you have made all necessary corrections, you may schedule a future meeting for in-take with the project manager to make your formal submittal. All development application checklist items shall be part of your submittal. The following shall also apply to all submittals:

ALL plans shall include:

- 3" X 5" box for the Zoning stamp. Please provide this in the bottom right hand corner of the plan. This will be used by staff to stamp the approved plan and make any necessary notes regarding the approval.
- Conceptual Engineering Plan will no longer be required. The new submittal requirements in lieu of these plans shall include the following signed and sealed documents:
 - Drainage Statement
 - Traffic Statement
 - Water/Wastewater Demand Analysis
 - Utilities Demand Analysis
- All electronic files shall be named accordingly as provided on the checklist for all applications.
- All resubmittals that require a second DRC meeting or second review due to substantial changes or corrections will be subject to the resubmittal fee. Any resubmittal that requires minor corrections to be submitted for final certification will not be subject to the resubmittal fee.

NOTE: When approved a DWG or DWF file of the approved plan is required and shall be submitted with the Mylar.